

November 2020

Remote Education Policy



St Wulstan's Catholic Primary School

Remote Education Policy for St. Wulstan's Catholic Primary School

Mission Statement

We learn and grow with Jesus to love, inspire and serve others.

1. Statement of School's Curriculum Aims

At St. Wulstan's, we believe in a broad and balanced curriculum where all subjects are valued and one which inspires a life-long love of learning. We believe in providing an environment where children are able to learn, discover and investigate across a variety of subject areas to become independent, imaginative and resilient problem solvers.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school, through use of quality online and offline resources and teaching videos
- Provide clear expectations to members of the school community with regards to delivering high quality, interactive remote learning
- Include continuous delivery of the school curriculum aims, as far as possible, as well as support of pupils' social and emotional wellbeing
- Support effective communication between the school and families and support attendance and engagement

3. Who is this policy applicable to?

- Any child that is not in school because they are awaiting test results and the household is required to self-isolate. It may be that the rest of their school bubble are attending school and being taught as normal.
- A child that is not at school due to a whole bubble closure. This would be the case if they, or another member of their bubble (staff or pupil), have tested positive for Covid-19.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Learning will be delivered through the online learning platform, Seesaw. Children will be able to record their work using the features of the platform, without the need to print resources.
- Home Learning exercise books (writing and mathematics) have been sent home with all children to ensure that remote learning can start immediately in the case of a child isolating or a bubble/whole school closure.
- Use of recorded video (via Seesaw) for instructional videos, introductions to learning and assemblies
- Phone calls home (where staff are present on site)

- Printed learning packs (where necessary, such as for children that do not have access to a tablet or laptop at home)
- Physical materials such as exercise books, story books and writing tools (where required)
- Use of BBC Teach, BBC Bitesize, Oak Academy, Times Table Rock Stars and learning resource websites, such as Twinkl

Timetables:

- A model timetable and structure for remote learning has been shared with parents/carers in the Home Learning exercise books to guide and support. The model timetable is as close as possible to the normal timetable in school. (Appendix 1)
- In the event of a child not being able to follow the model timetable (due to parental work commitments or illness), a 'Learning Priorities' guide has been shared with parents/carers in the Home Learning exercise books to allow children to focus on key learning.

5. Home and School Partnership

St. Wulstan's Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Wulstan's Catholic Primary School would recommend that each 'school day' maintains a similar structure. A model timetable has been shared with parents/carers in the Home Learning exercise books to support this.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents/carers should contact the class teacher promptly and alternative solutions may be available. These will be discussed and supported on a case-to-case basis.

We ask parents/carers to re-familiarise themselves with St. Wulstan's Catholic Primary School's Online Safety Policy on the school website, to support a healthy and balanced digital diet for pupils. When Remote Learning packs were sent home, all parents/carers received a link to the school Online Safety Policy.

All children are expected to follow the same e-safety rules they would at school. A copy of our 'Remote Learning Code of Conduct for Pupils' has been shared with all pupils and included in the Home Learning exercise books to reinforce expectations of behaviour during remote learning.

6. Roles and responsibilities

Teachers

Whole Bubble/School Closure

When providing remote learning, teachers must be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the principal.

When providing remote learning, teachers are responsible for:

Registration of pupils:

- In the event of a whole-bubble, or whole-school closure, teachers will email a record of attendance to admin staff daily by 3:30PM.
- Teachers will inform the SLT of any children who have not engaged with remote learning. The SLT will regularly contact any families that do not have access to Seesaw to enable school to monitor and support engagement.

Setting work:

- Teachers will set appropriate work for the pupils in their classes daily
- Teachers will include instructions on when and how to submit work
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work on Seesaw and select objectives relevant to the learning
- Teachers will provide paper copies of work for children that cannot access Seesaw or other online resources at home
- Teachers will provide a video recording of themselves reading a picture book or short chapter of a story
- Teachers will provide a weekly Zoom to share the week's learning and award 'Pupil of the Week' awards to celebrate success. The awards will be based upon remote learning work.

Providing feedback on work:

All work will be responded to as soon as practically possible by teachers or teaching assistants.

- Work completed via Seesaw will receive feedback. This may be written feedback, or a recorded voice comment
- Written work (in exercise books in when a paper copy of work has been provided) will be marked by the teacher when the child returns to school.

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil(s) at the end of the second day of absence, teachers will inform the Principal and Vice Principal, who will arrange for parents/carers to be contacted via phone to assess whether school intervention can assist engagement.
- Parent/carers can contact their child's class teacher via class emails
- If a member of staff has any safeguarding concerns, these should be referred immediately to the DSL via a telephone call, not a email, following usual procedures

- Telephone calls to parents/carers must only be made in school, not using private telephones. If a telephone call with a parent/carer is necessary, the class teacher must refer this to a member of the SLT, who will contact the parent in school.

Individual Isolation Cases

When an individual child is isolating, but the teacher continues to teach the rest of the class in school as normal, the class teacher is responsible for:

- Providing appropriate daily work
- Contacting the child's parents/carers via email (or an in-school telephone call)
- Providing feedback to the child on their work when it is returned to school (verbal or written)

Teaching Assistants

Teaching assistants must be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should contact the Principal.

When supporting remote learning, teaching assistants will work under the direction of the class teacher. Teaching assistants may also be required to complete tasks set by a member of SLT

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement. The SLT will regularly contact any families whose engagement cannot be monitored through the learning platform attendance checks.
- Monitoring the effectiveness of remote learning, through usual monitoring channels and processes and share this at Senior Leadership Team meetings and subsequent Staff Meetings.
- Share any adaptations to remote learning with parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the principal and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support
- Monitoring quality of work set for children with additional needs

Office Manager

- Follow usual attendance procedures for any children not present in virtual lessons (as recorded by teachers)
- Support communication with parents/carers
- The Office Manager will continue to work under the direction of the Principal

Pupils and parents

Staff can expect pupils learning remotely to:

- Familiarise themselves with the Code of Conduct for video calls
- Log into Seesaw at the beginning of the school day
- Check the timetable and work for each lesson throughout the day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Support children in understanding the Code of Conduct for video calls
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Ensure pupils are supervised whilst at a computer or other device
- Familiarise themselves with e-safety guidelines
- Prioritise children's wellbeing and health
- Encourage child(ren) to do their best
- Continue to follow the Parental Code of Conduct when contacting school staff

Academy Committee

The academy committee is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. In the event a staff member self-isolates, with no impact on class bubble

In the event that a staff member is self-isolating but their associated bubble is not self-isolating, then the following should take place:

- Any virtual meetings with parents/carers should be rearranged for a date in which the teacher is in school again. If this is not possible, the teacher should arrange for a member of the SLT to meet with the parent/carer
- Teachers are to email the SLT/Office Manager with daily work for the class. The SLT will work with the cover teacher to ensure that learning is taught effectively and high expectations maintained.
- The staff member will continue to work under the direction of the Principal.

8. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- GDPR policy
- Online safety acceptable use policy
- E-safety policy

Appendix 1

Model Remote Learning Timetable

Time	Activity
~8:00am	Wake up, have breakfast, get dressed
9:00am	English Phonics/Reading/Writing
10:00am	Brain break – any activity that takes you away from school work
10:15am	Maths KIRFs (times tables, rehearsing number facts) Maths activity
11:15am	Physical activity followed by making lunch together There are many free resources you can access to get moving (listed below) or you can create your own!
12:00pm	Lunch followed by free time
1:00pm	RE/Science/Wider Curriculum/Play Based Learning for EYFS
2:15pm	Brain break – any activity that takes you away from school work
2:30pm	Review the day – look over the work you done, making any changes or corrections and make plans for tomorrow!
3:30pm	Free time!

Appendix 2

Code of Conduct for phone calls, video calls and recorded video For Pupils

- I will only take part in 'live 'video calls/sessions if an adult at home knows that I am doing it.
- I will not reveal my passwords to anyone except my parents/carers
- I will be responsible for my behaviour and actions when using technology (Zoom, Seesaw and any other interactive applications). This includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will listen to my teachers and other pupils during Zoom meetings. This means that I will sit still, look at the person who is speaking and listen without interrupting or talking to other people in the Zoom or in my home.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St Wulstan's Catholic Primary School
- I will not record or take photos of my classmates or teachers during a live video session.
- I will not share any school content on social media platforms
- I understand that when using Zoom and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I will continue to follow the rules (where applicable to home learning) regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Code of Conduct for phone calls, video calls and recorded video

For Staff

- To continue to follow Safeguarding procedures, including (but not limited to) continuing to look out for signs that a child may be at risk and reporting to DSLs.
- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to check content and comments.
- 1:1 video calls are strictly prohibited – On no occasion should staff make or take video calls with pupils.
- Wherever possible, another member of staff should be present/logged into live video calls
- Suitable clothing should be worn by all adult, in line with SNOMAC's Staff Professional Appearance Policy
- Language and behaviour must be professional and appropriate.
- Staff should ensure they are working from a suitable area at home, especially when using live video or recorded video
- Staff must ensure any background in videos (including background noise) is appropriate. This includes ensuring other household members are not included in any live lesson or video
- Staff should ensure there is always a meeting password and waiting room enabled for live video calling
- Staff will follow usual behaviour management techniques, used in school, to address any positive or concerning behaviour.
- Staff will contact parents/carers by email if pupils do not adhere to their Code of Conduct

Appendix 3

Pupil Acceptable Use Agreement (EYFS/Key Stage 1)

This is how we stay safe when we use computers:

-  I will ask a teacher or suitable adult if I want to use the computers/tablets.
-  I will only use activities that a teacher or suitable adult has told or allowed me to use
-  I will not use the computers/tablets to be unkind to anyone.
-  I will take care of the computer and other equipment
-  I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
-  I will tell a teacher or suitable adult if I see something that upsets me on the screen.
-  I know that if I break the rules I might not be allowed to use a computer/tablet.

I acknowledge that I have read through the above conditions with my child and that they understand the rules regarding computer and online safety.

Pupil Acceptable Use Agreement (Key Stage 2)

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc.)
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

When Using School Systems and Equipment

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not attempt to use social media sites within school.

Research

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Respecting Others

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

Consequences/Sanctions

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in this Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.